UNITED
NATIONS

ST

Secretariat

ST/IC/1998/42
1 June 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 COMPETITIVE EXAMINATION FOR STATISTICAL CLERKS

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the Competitive Examination for Statistical Clerks in 1998, in accordance with the provisions of ST/AI/1998/4 of 10 February 1998.

2. The 1998 Competitive Examination for Statistical Clerks will be held in August 1998 in New York.

3. The minimum entrance criteria for eligible staff members are as follows:

(a) Have passed the United Nations clerical test;

(b) Have at least one year of experience in numerical data processing (e.g. spreadsheet or databases).

4. In addition to the minimum entrance criteria stipulated above, staff members who sat for a previous statistical clerk examination must have achieved a mark of at least 25 per cent on the overall score of that examination in order to be eligible for the 1998 Competitive Examination for Statistical Clerks. Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Statistical Examination a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g. courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the statistical clerk examination more than four times within a 10-year period.

* Expiration date of the present information circular: 31 December 1998.

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6. The written examination will consist of one paper covering the following:

(a) Basic knowledge of computerized spreadsheets, tables, graphs and charts;

(b) Logical reasoning;

(c) Simple mathematics.

7. The use of any reference material is not permitted during the written examination. Staff members may bring their own calculators. Personal computers are not allowed.

8. On the basis of the results obtained in the written examination, the Board of Examiners for Statistical Examination will invite selected candidates to an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination; therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. Candidates who successfully complete the written examination and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for statistical clerks at United Nations Headquarters in New York will be filled. Candidates may then be selected depending on the needs of the United Nations and the availability of posts. Statistical clerks will be required to work in a fully computerized environment.

10. Staff members selected to fill vacancies will be assigned as statistical clerks for a trial period of six months. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided the posts they are on are regular posts. In the case of staff members placed on temporary post (i.e. replacement of a staff member on mission assignment), such staff members will be given priority for future placement if the performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their previous posts at their previous levels or assigned to a similar post in a different area.

11. Staff members of the Secretariat who meet the conditions set out in ST/AI/1998/4 may apply by completing the attached application form and forwarding it to: 1998 Competitive Examination for Statistical Clerks, Operational Services Division, Room DC1-0200, One United Nations Plaza, New York, NY 10017, by 30 June 1998. Written proof of educational qualifications obtained must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of application. Extensions for receipt of applications will not be granted.

Annex

APPLICATION

1998 COMPETITIVE EXAMINATION FOR STATISTICAL CLERKS[1]

INDEX NO.[2] ☐☐☐☐☐☐☐

LAST NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

FIRST NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year 19☐☐

Type of contract: _____ Expiration date: ☐☐/☐☐/☐☐☐☐

Department/Office:[3] _____

Duty station: _____ Room Number: _____ Extension: _____

Have you taken this examination before? No ☐ Yes ☐ If Yes:

in 19☐☐ in 19☐☐ in 19☐☐ in 19☐☐

What is your main language? ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read	Understand	Speak	Write
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily

C. University degree or equivalent or post-secondary educational qualifications[4]

Name of institution (Place and country)	Language of instruction	Attended from / to		Degree[4] or equivalent	Main field of study
		month/year	month/year		

D. Secondary school qualifications

Name of institution (Place and country)	Language of instruction	Attended from / to		Certificate or equivalent[4]	Main field of study
		month/year	month/year		

E. Courses taken in relation with statistics/computers/data processing

Title	Description	Attended from / to		Number of hours/credits	Main field of study
		month/year	month/year		

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1998/42 and I understand that, if I am successful in the competitive examination for statistical clerks and recommended for inclusion in the roster, my assignment as a statistical clerk will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ Signature: _____

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Notes

[1] Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS by the Operational Services/OHRM. In this connection, staff members are informed that extensions for receipt of applications by the Operational Services/OHRM will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears on your Identification Pass.

[3] Please indicate Department/Office.

[4] Give exact name and title in original language. Do not translate or equate.